Fluid Manager Self Service Quick Start Guide

This Quick Start Guide will go over the new Fluid navigation for Manager Self Service (MSS) users of the STAR Human Resources System.

Fluid replaces the previous menu-driven style and provides a more intuitive and modern interface that groups like items together.

What is Staying the Same?

Employees will continue to access both Employee and Manager Self Service through the same website. Most of what you do today, like approving time and reviewing absences, will stay the same. You will still be able to access the system through any internet-enabled device.

New Features

Responsive, Tile Based Navigation

The Fluid interface is responsive and adjusts to fit the size of your screen. Self-service pages are now grouped together by like functions within a Tile.

My Team Tile

The My Team Tile in Manager Self Service groups your employees together and displays summary information for all your staff in one location.

### Resources on Employee Self Service Homepage

A Resources Tile is available on the ESS Homepage. This tile provides direct links to job aids, benefit information and applications, payroll information, Wellness and Employee Assistance Program resources, as well as links to both ELM and Travel & Expense.

ADDITIONAL RESOURCES

- SEE THE MANAGER SELF SERVICE JOB AIDS PAGE FOR ALL AVAILABLE JOB AIDS
- EMPLOYEE SELF SERVICE JOB AIDS
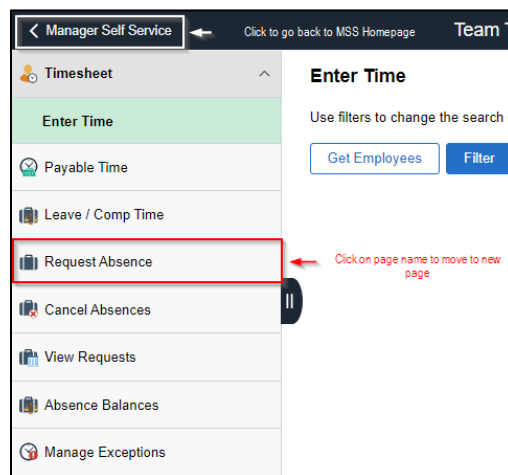
Manager Self Service Homepage

Once you log in to STAR, you will see the Employee Self Service Homepage. Click on the drop-down menu at the top of the page to select Manager Self Service.

This will bring you to the Manager Self Service Homepage.
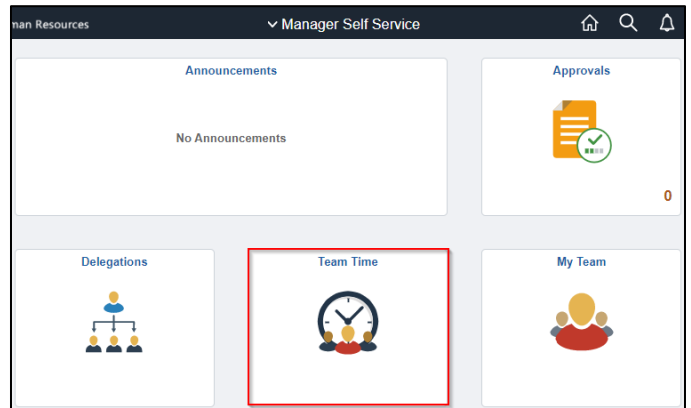
You will then click on one of the Tiles to access Manager Self Service features. For example, you can access **Enter Time** through the **Team Time** Tile.

Enter Time will open when you click on the **Team Time** Tile. You can then click on other pages within the tile's navigation collection to access those pages.

To go back to the Manager Self Service Homepage, click on the Manager Self Service link in the upper left of the page – do not use the back button on your internet browser.
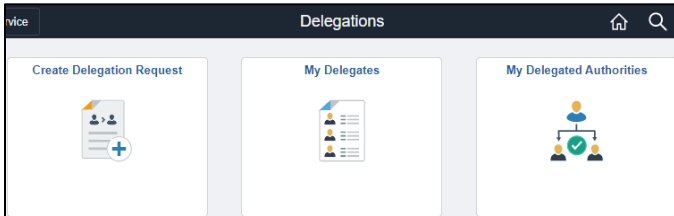
Approvals Tile

Click on the Approvals Tile to access timesheet approvals for your employees.

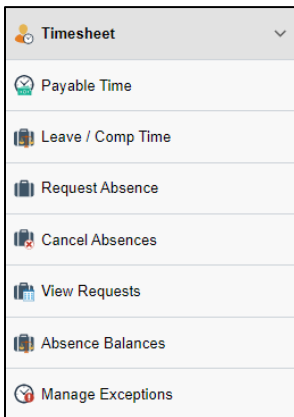| All			2 rows
Payable Time	Hours: 24		Routed
	OT Hours: 0	03/01/2021 - 03/03/2021	03/04/2021 >
Archie Andrews	Leave Hours: 0		

Delegations Tile

Click on the Delegations Tile to access tiles for creating and reviewing delegation of your employees' timesheet approvals and absences.
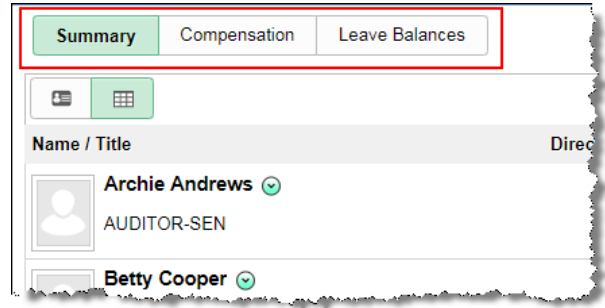
Team Time Tile

Click on the Team Time Tile to access the following pages:

My Team Tile

Click on the My Team Tile to access summary information about your employees including email, phone numbers and leave balances.
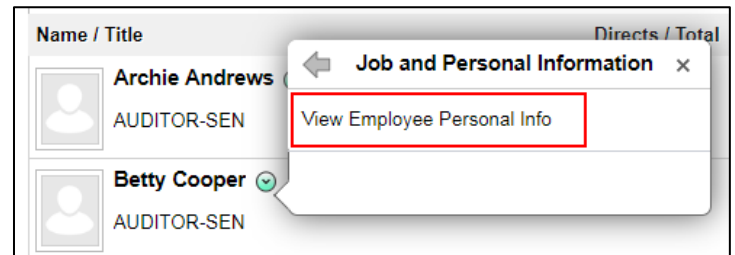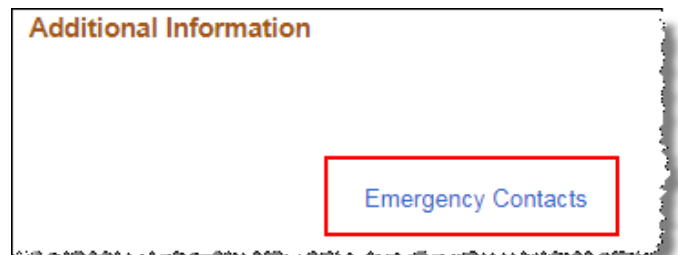
Accessing Emergency Contact Information

You can access an employee's emergency contact information through the **My Team** Tile. Click on the down arrow next to the employee's name.
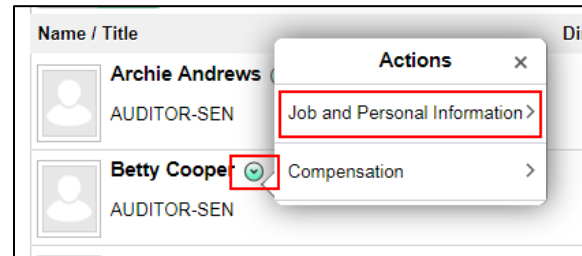
Click on Job and Personal Information and then View Employee Personal Info.

Click on the Emergency Contacts link at the bottom of the page to view the information.

Accessing Classic Navigation

Menu-based navigation is available in the Navigator. Click on the NavBar reveal button on the upper right side of the page to access the menu.

Click on the pages within the menu to access specific pages.